



OFFICE OF THE CITY CLERK

Denise C. De Costa, City Clerk

POWERS, DUTIES AND FUNCTIONS

The City Clerk serves as the Clerk of the City Council; acts as the custodian of its books, papers and records including ordinances, resolutions, and rules and regulations of all City agencies; has custody of the City seal; authenticates all official papers and instruments requiring certification; is responsible for voter registration; conducts all elections for the City and County of Honolulu in accordance with the charter and laws of the State; and performs such other functions as required by the charter or by law.

Staffed with 26 positions, the Office of the City Clerk is organized under the following four operating units: Administration, Council Assistance, Office Services, and Elections.



Council Information staff assisting the public.

CLERK ADMINISTRATION

The Clerk, with the assistance of a staff assistant and two secretaries, is responsible for directing all programs and activities of the office.

Oaths of Office. For FY 06, 117 public officials were administered the oath of office in accordance with Section 13-118 of the Revised City Charter, 86 of which were performed for appointees to boards and commissions and 31 for appointees as agency heads and deputies.

Disclosure of Financial Interests Statements. Elected officers and appointed agency heads and deputies are required to disclose their financial interests and file statements with the Clerk when taking or leaving office, and annually by January 31. Candidates for elective City office are also required to file disclosure of financial interests statements with the Clerk's Office within ten working days after the candidate-filing deadline. Fifty-six annual statements and 1 candidate statement was filed in FY 06.

Gifts Disclosure Statements. Revised Ordinances of Honolulu Sections 3-8.7 and 3-8.8 which required officers and employees of the City and County of Honolulu to file a gifts disclosure statement with the City Clerk by July 31 of each year if certain conditions are met has been repealed.

Revenue. The following sources of revenue collected by the office enabled the City to offset its expenditures.

FY 06 REVENUE DETAIL

Council Information Office

Copies of Records \$513.00 \$ 513.00

Elections

Voter Certificates \$221.00

Voter Tape Rental 3,506.50

Candidate Filing Fees 275.00 ... \$4,002.00

Administration

Sundry Refund \$70.19 \$ 70.19

FY 06 Total Receipts \$4,585.19

COUNCIL ASSISTANCE

The division is responsible for providing staff support to the City Council at all of its regular council sessions, committee meetings, and public hearings. The staff is responsible for recording and reporting all proceedings, processing all resolutions and bills introduced and acted upon by the Council, and providing reference and research services regarding enacted or pending legislation and other council documents. Staffing includes a division head and an assistant division head, nine council/committee aides, threerecords and research technicians, and one secretary.

In February 2005, this division upgraded its electronic filing system using the DocuShare document management software. Users are able to access and print full text of all public documents of the City Council which includes all communications, bills, resolutions, ordinances, agendas, committee reports and minutes.

Ordinance 05-033 has transferred from the council and city clerk to the ethics commission the duties and obligations regarding the registration and restriction of lobbying activities effective December 21, 2005.

FY 06 WORKLOAD STATISTICS

City Council Meetings and Hearings

Regular Sessions	13
Special Sessions	10
Public Hearings	12

Speakers

Council Meetings	536
Public Hearings	168

Honorary Certificates Presented

Floor Presentation	193
Outside Presentation	279
Retirees Certificate	153

Standing Committee Meetings

July 1, 2005 – January 1, 2006

Budget	6
Affordable Housing(effective 10/26/06)	0
Executive Matters and Legal Affairs	5
Parks	4
Planning and Intergovernmental Affairs	5
Public Safety	4
Public Works and Economic Development	5
Transportation	4
Zoning	5
Kapiolani Park Trust	0

Other Meetings

Budget	0
Affordable Housing (effective 10/26/06)	0
Executive Matters and Legal Affairs	0
Parks	0
Planning and Intergovernmental Affairs	0
Public Safety	0
Public Works and Economic Development	1
Transportation	0
Zoning	0
Kapiolani Park Trust	0

Speakers

Committee/Other Meetings	289
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Committee Reports

Committee Meetings	238
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Standing Committee Meetings

January 2, 2006 – June 30, 2006

Budget	13
Affordable Housing	3
Affordable Housing & Intergovernmental Affairs (effective 5/23/06)	1

Economic Development (effective 5/23/06)	0
Energy (effective 3/24/06)	1
Executive Matters and Legal Affairs	6
Executive Matters (effective 5/25/06)	0
Parks	5
Planning and Intergovernmental Affairs	5
Public Safety	6
Public Works and Economic Development	7
Public Works and Energy (effective 5/23/06)	0
Transportation	5
Transportation and Planning (effective 5/23/06)	0
Zoning	6
Kapiolani Park Trust	0

Other Meetings

Budget	11
Affordable Housing	0
Affordable Housing & Intergovernmental Affairs (effective 5/23/06)	1
Economic Development (effective 5/23/06)	0
Energy (effective 3/24/06)	0
Executive Matters and Legal Affairs	0
Executive Matters (effective 5/25/06)	0
Parks	0
Planning and Intergovernmental Affairs	1
Public Safety	0
Public Works and Economic Development	0
Public Works and Energy (effective 5/23/06)	0
Transportation	0
Transportation and Planning (effective 5/23/06)	0
Zoning	0
Kapiolani Park Trust	0

Speakers

Committee/Other Meetings	313
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Committee Reports

Committee Meetings	309
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Information Section

July 1, 2005 – June 30, 2006

Legal Notices Published

Ordinances	55
Bills Passes Second Reading	66
Resolutions	4
Resolutions (Second Reading-Charter Amendments)	None
Public Hearing Items	None

Improvement Districts	None
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Property Owners Notified by Certified Mail	None
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Communications Received	3,672
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Council Communications	245
Departmental Communications	1,097
Mayor's Messages	150
Miscellaneous Communications	2,142
Petitions	38

Bills Introduced	90
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Passed	55
Veto Overridden	None
Veto Sustained	None
Returned Unsigned	3
Filed on Floor	4

Extracts Certified	400
Lobbyist Registrations	13
Adopted	370
Filed on Floor	5
Filed per ROH Sec. 1-2.5	61
Pending	50
Legal Notices	4
Rules and Regulations Filed	2
Documents Processed	
Deeds	11
Easements	9
Filed per ROH Sec. 1-2.4	24
Pending	72
Resolutions Introduced	427



Clerk's staff hard at work.

OFFICE SERVICES

This section provides office management and support services for the Office of the City Clerk. The section performs all functions concerning personnel and fiscal matters for the Clerk's Office, and provides printing, mail and messenger services for the legislative branch of the City and County of Honolulu. A staff of five, headed by the office manager, is organized into six functional units—office management, personnel, fiscal/inventory, sound, printing services, mail and messenger services.

FY 05 WORKLOAD STATISTICS

The Print room printed and distributed the following:

Council

Requests per meeting:	
Order of the Day	31 sets
Order of the Day Letterhead	325 sets
Communications	10 sets

Committees

For each standing committee:	
Complete Agendas	418 sets
Letterheads	330 sets
Committee Reports	3 sets

City Clerk

Oaths	1,000
Envelopes	32,500
Voter Certificates	500

City Council

Business cards	3,200
Envelopes	6,500
Letterheads	16,000

Office of Council Services

Business cards	600
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Office of City Auditor

Envelopes	500
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ELECTIONS DIVISION

The Elections Division is responsible for conducting all elections held in the City and County of Honolulu and performs voter registration functions pursuant to the Revised Charter of the City and County of Honolulu and the laws of the State of Hawaii. Positions assigned to the Elections Division include an administrator, assistant administrator, elections specialist, and senior elections clerks (2), and a senior clerk typist.

Activities undertaken within the fiscal year included federally required voter list maintenance mailings to all registered voters and subsequent follow up mailings as required by federal law.

The Division also performed voter registration outreach activities throughout the year at the Honolulu Centennial opening and closing festivities, Family Festival, and Rediscovery events.

VOTER REGISTRATION (end of fiscal year)

Registered Voters – 374,534

Fail Safe Voters– 69,560

** Fail safe voters are voters that are believed to be no longer at the address on the voter register but must be maintained for two election cycles pursuant to federal law.

Total Registered Voters – 444,094